

# **Fairbank Public Library**

## **Computer and Internet Usage Policies and Children's Internet Safety Policy**

The Internet allows the Fairbank Public Library to provide this community with access to global information and ideas within the guidelines of the Library's Mission Statement and materials Selection Policies. The Board of Trustees recognizes that within the Fairbank community there are groups and individuals with diverse interests, backgrounds and needs. Electronic information and networking is a new and rapidly developing area of public and private activities. We realize that these developments pose new challenges as well as new opportunities for the library board, staff, and library users and their families. We are fortunate, in our facility, to have several computers to provide services for our community's use. The Fairbank Library however, does not monitor, and has no control over, information accessed through the internet and cannot be responsible for its content. Not all sources on the internet provide accurate, complete, or current information. As always, in accord with our basic mission, use of the internet must be in support of education and research purposes only. **It may not be used for the purpose of browsing, surfing or chatting.**

As with other library materials, the Fairbank Public Library affirms the parents' or guardians' rights and responsibilities to guide, determine and monitor their children's use of the Internet.

**Before accessing the Internet for the first time, the patron must know how to use a computer and how to access the Internet. The patron must read the Internet Policy and be aware of the guidelines in using the Internet. The patron will then sign a form confirming that the policy has been read and that the rules and guidelines will be followed.**

Have fun accessing the Internet, but please remember that many times you will find the specific information you need right here...in our books, reference materials, periodicals, etc.

### **Basic Rules**

1. A patron signing up for Internet usage must be in good standing and have no overdue materials. All users must check in, and when finished check out, with the library personnel.
2. There is no age limit for the computer user; however, users unable to read must be accompanied by an adult or qualified user.
3. Time blocks shall be one-half hour in length. Reservations may be taken by telephone or in person. However, a person may make reservations for their personal use only. Reserve time is limited to one, one-half hour session per day and two hours per week in advance. A limit of one hour is set for each patron per day.
4. If you do not appear within 5 minutes of a reserved time, you will lose your turn if another person requests it. Also, if you are late for your time, only what remains of your one-half hour session will be allotted to you.
5. Unreserved time blocks are available to anyone, including non-residents, on a first come, first served basis.
6. Usage by the library staff and usage for homework or business purposes will always have priority over someone playing games or emailing. The librarian's discretion is primary here.
7. There is absolutely no food or drink by the computers. No exceptions.
8. There will be a limit of two persons at the computer at any given time. Other members of the group are expected to wait quietly in another portion of the library. Both must be in good standing

and have Internet Permission Forms on file, if appropriate. This time usage will count for both patrons. If there is no reservation,, the two patrons may use an additional 30 minutes, with a limit of 1 hour total time.

9. Only software provided by the library can be used in the computers. No personal programs can be used. Blank discs may be purchased from the library to download any information. Saving files or downloading is only allowed with the librarian's permission.(e.g. A resume—the document must be the only item on the disc.) See Restrictions.
10. No one is allowed to install anything on any computer.
11. The patron is liable for any damage to the computers or equipment caused by misuse. Notify the librarian immediately if you notice that something is wrong.
12. The library cannot guarantee a connection to any information database, or to the Internet at any one time, or in any specific time frame. The library accepts no responsibility for any loss of data that may occur while using a library computer.
13. The library staff has the right to terminate a patron's use of the computer if problems such as excessive noise, physical abuse, or hardware malfunction occur.
14. Users will be asked to discontinue use of the Internet fifteen minutes before closing time each day.
15. There will be a charge of 15 cents per sheet for printer usage.
16. The library staff will provide a brief orientation for first-time users and be happy to provide occasional assistance, when necessary. However, their role is to be one of guidance rather than instruction and is subject to their availability in connection with their other duties.
17. The librarian's discretion, in accord with these guidelines, will always prevail. Any exceptions to the rules must be approved by the librarian and/or the Board.

**Restrictions:**

1. Users are not permitted to install, delete or modify library hardware or software on any computer. Due to the threat of viruses, users are prohibited from downloading or saving files.
2. The use of the library computers must be for legal and ethical purposes. Examples of unacceptable purposes include, but are not limited to the following:
  - a) Destruction of or damage to equipment, software or data belonging to the library.
  - b) Violation of computer security system and/or system configuration.
  - c) Violation of copyright laws of the United States.
  - d) Use of sounds and/or visuals which might be disruptive to others.
  - e) Reception or display of text or graphics which might reasonably be construed as indecent or obscene.

**Misuse of the computer or Internet may result in the loss of privileges.....**

- 1<sup>st</sup> offense: Verbal warning
- 2<sup>nd</sup> offense: Written warning
- 3<sup>rd</sup> offense: Loss of privileges for 3 months
- 4<sup>th</sup> offense: Loss of privileges for 1 year

Violation of the computer use policies may result in loss of privileges permanently and may also lead to financial responsibility. Illegal acts involving library computers may also be subject to prosecution by local, state or federal authorities. It is against the law to download or provide child pornography, or to display pornography where it may be seen by children.

Internet users and computer users must follow all of the policies and guidelines of the library as established by the Fairbank Public Library Board of Trustees and the laws of this commonwealth.

I understand and will abide by the Fairbank Public Library's Internet Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** The confidentiality of your record(s) is a matter of law and is of great concern to the Fairbank Public Library. We do not give out any information about you and we further take measures to destroy any of our old or out-of-date records.

# Children's Internet Safety Policy

Internet Safety Policy for patrons under the age of 17, as required by the public law, (47 U.S.C. 254 (h) and (l), commonly known as: The Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NICIPA), which went into effect on April 20, 2001.

## Applicable Iowa Law

1. Individuals covered by this Policy may not use the Fairbank Public Library Internet enabled computers to access inappropriate matter on the Internet, World Wide Web (www), or any other resource. xxIowa Code Chapter 728
2. Individuals covered by this Policy, using the Fairbank Library, while using direct electronic communication, whether electronic mail, chat rooms, or any other form of direct electronic communications, may not divulge their name, age, address, location or other personal information. xx Iowa Code 714.16B, 714.1
3. Individuals covered by this Policy, using the Fairbank Public Library, are specifically forbidden from using the Fairbank Public Library computers for unauthorized access, modification, hacking, cracking, and other unlawful activities, including, but not limited to accessing library and other networks. xx Iowa Code 716.6B
4. Individuals covered by this Policy are specifically forbidden in using the Fairbank Public Library computers to provide unauthorized disclosure, use and dissemination of personal information concerning themselves or any other person. xx #2 above.
5. Individuals covered by this Policy may not use the Fairbank Public Library to access any material which might be harmful to minors. xx Iowa Code 728

As parent or guardian of \_\_\_\_\_,  
who is under the age of 18, I accept full responsibility for my child's/ward's use of the Fairbank Public Library's Internet service and agree to oversee me child's/ward's use of this service. I have read the attached Internet Use Policy and I understand that the library's access to the Internet is intended and designed for educational and informational purposes only. I will not hold the library responsible for material or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library network for Internet access and certify that the information contained in this form is correct.

Parent's/Guardian's Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_